



# ESSEX TEMPORARY SERVICES<sup>INC</sup>

Established 1966

1501 Broadway New York, NY 10036 • (Tel) 212-391-1515 / (Fax) 212-362-3624

**For further assistance call The Essex Companies at 212-391-1515**

ET 328011

## Work Experience

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### **Senior Accountant**

Development Corporation for Israel

March 2017 to Present

### **Staff Accountant**

December 2015 to March 2017

- Perform accurate and timely month end journal entries (such as accrual and prepaid expense, inventory, commission etc.)
- Independently maintain and reconcile GL accounts, including investigation and resolution of discrepancies
- Prepare meaningful variance analysis on assigned P&Ls and make adjustment entries if needed
- Maintain fixed asset records including acquisition, disposition and record depreciation and amortization entries based on company capitalization policy
- Reconcile monthly intercompany account and maintain monthly intercompany spreadsheets for billing purpose
- Prepare month end entry template by using excel knowledge to enhance work process such as conditional formatting, pivot table and concatenate function to reduce time for closing process after software conversion
- Analyze MER function report and organize work paper to ensure GL account schedule match with trial balance
- Assist the controller for internal and external audit, budgets, special projects
- Participate in writing procedures and suggest improvements
- Record new leases, modify existing leases under Leasequery
- Prepare Chief Executive Officer monthly expense reports and prepare quarterly reports for board meeting
- Review American Express Reports for 21 district offices' directors and 15 HQ department directors
- Approve employee T&E expense reimbursements insure employees can get paid on time basis
- Train and mentor intern work on employee expense reimbursements and American Expense report
- Processed American Express Reports for 21 district offices' directors and 15 HQ department directors, coordinate with office manager to reconcile directors' reports and prepare monthly journal entries
- Processed employee expense reimbursement and coded transaction into proper cost categorization insure employee can get paid on timely basis
- Helped account payable record district office check registers in the accounting system
- Worked as a backup for account payable for full cycle of processing invoices
- Helped month end close for preparing journal entry and update GL account schedule

## **Staff Accountant**

The Levy Group Inc - New York, NY  
February 2015 to November 2015

- Processed intercompany/division transactions and prepare journal entries of payroll, sales, depreciation, accrued expense and sale commission & royalty
- Performed general ledger account analysis and investigate discrepancy with providing explanation to solve any out of balance
- Maintained and updated various spreadsheets related to general ledger account, such as allowance, vendor advance and employee loan
- Prepared bank reconciliation and identify and research the discrepancy between bank and book balance

## **Account Payable**

A Classic Time Watch Company - New York, NY  
June 2013 to February 2015

New York, NY Jun 2013 - Feb 2015

### **Account Payable**

- Handled full cycle account payable in high volume and fast- paced environment
- Set up and maintain vendor filing system and scan domestic paid invoices in weekly to individual file.
- Recorded and update domestic and foreign invoices transactions of regular data entry and receipt of good entry.
- Performed weekly check run with the amount of 80 thousand dollars to 125 thousand dollars and make sure invoices will be paid before the due day
- Interacted with vendor by answering email and phone to solve billing problems about invoice discrepancy matters
- Prepared and submit domestic and foreign account payable aging report weekly
- Recorded and post payroll transaction every week and perform payroll reconciliation every month
- Performed account payable reconciliation monthly and identify the variance between account payable aging report and trial balance report
- Assisted to do month end process - allocate expense account, journalize and post transaction, prepare cash receipt report and prepare financial statement
- Handle inventory audit and identify the difference of inventory between TSI report and ACT report

## **Education**

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### **Bachelor of Business Administration degree in Accounting**

Baruch College Zicklin School of Business - New York, NY  
February 2013